

CODE ENFORCEMENT POLICY 6-3

September 10, 1997

TO: All Inspection Staff

FROM: Steve Zaccard, Fire Marshal

SUBJECT: FIRE ALARM CONTROL PANELS
INFORMATION SHEET FOR FIRE FIGHTERS USE

CODE REFERENCE: MUFC 14.103(q)

Fire alarm systems installed within the City of Saint Paul contain a variety of control panels which fire fighters who are required to be able to operate the equipment in emergency situations may find difficult to understand. Owners shall develop, for fire fighter use, a set of essential operating instructions for complex control panels and shall post them in or adjacent to the panels. Information should be stated in simple and direct terms. Labels and color areas should be added to the equipment as necessary to make essential operations easy to understand and to accomplish.

The operational sheets should be protected and mounted where they will be available at all times.

Required information:

1. Identifying labels for switches and buttons
2. Instructions on how to reset system
3. Instructions on how to silence audio alarm
4. Instructions on any unique aspects of the system
5. List of contact people for the building and/or the fire alarm system available at all times.
6. In certain instances, a two or three-dimensional floor plan illustrating the fire alarm and/or sprinkler annunciator may be required by the Fire Marshal to be located adjacent to the annunciator panel.

If necessary for access to the control panel, labeled keys must be put in the Fire Department Key Box.

cc: Jan Gasterland Terry Iverson
Gary Trudeau

Issued: 9/21/87

Latest Revision: 9/10/97